

Terms of Reference
Field Hockey Canada Hall of Fame Committee



Title	Field Hockey Canada (FHC) Hall of Fame Committee
Mandate	The Field Hockey Canada Hall of Fame was created in 2015 to recognize those who have made a significant contribution to the sport of field hockey in Canada. The Field Hockey Canada Hall of Fame Committee was established by the FHC Board of Directors to lead the activities of the FHC Hall of Fame. Mandate of the Hall of Fame Committee: 1. To oversee and manage a system for the selection and recognition of individuals nominated for induction to the Hall of Fame; 2. To select Inductees for the Hall of Fame, every year if possible; 3. To propose policy relating to the Hall of Fame for FHC Board approval; 4. To provide oversight for Hall of Fame activities across Canada; 5. To act as advocates for the FHC Hall of Fame.
Membership	Membership of the Hall of Fame Committee: 1. The Committee will be chaired by an individual appointed for a 2-year period by the FHC Board of Directors; 2. Membership of the Committee will be as follows: - Chair, - Board member selected by the Board, - The FHC CEO, - 3-5 Members-at-large with significant knowledge of Canadian hockey, recommended by the Chair, for approval by the Board. (Attention should be paid to gender, language and geographic representation).
Operating Principles of the Committee	Operating Principles of the Committee: 1. The Committee will meet and communicate through phone, email or electronic means as necessary; 2. The Committee will meet at least twice annually, more times if necessary; 3. A small operating budget for the Hall of Fame will be established within the operating budget of FHC; 4. Operational support for the Committee will be provided by the CEO as needed;



	5. The Committee will report annually to the Board and the AGM through a written report provided by the Chair.
Operating Principles – Nomination Process	Operating Principles - Nomination Process: 1. The nominations process will be open and transparent; 2. There will be an annual call for nominations on the FHC website issued by the Committee Chair. The Call for Nominations will be usually be issued on September 1 with a closing date of October 31, with any change in notice period the nominations being noted on the website in advance 3. All nominations will be received by the National Office and transmitted to the Committee members for consideration; 4. Nominations will be valid for a 2-year period and will be considered with new nominations over that two-year period. After two years, a new nomination must be submitted; 5. There will be a standard HOF Nomination form. No nomination will be considered unless it is submitted on the official form; 6. Nominations may be submitted in either of Canada's official languages; 7. Nominations may be submitted in the following categories: athlete, coach, official, builder and team.
Operating Principles – Selection Process	Operating Principles – Selection Process: 1. All candidates will be assessed according to publicly stated criteria; 2. There is no specific number of successful candidates in each category or year; it is possible that there may be no successful candidates in any given year; 3. All nomination documents and discussions of candidates will be confidential; 4. Nomination documents will be stored in the National office and destroyed after a two-year period; 5. Inductees will be selected on the basis of consensus among the committee members.
Operating Principles – Induction Process	Operating Principles – Induction Process: 1. The Induction will take place no less than every two years and preferably at a venue suitable to the prestige of the Hall of Fame and the inductees themselves; 2. A video of 3-4 minutes will be prepared by the National Office outlining the achievements of each of the Inductees and the rationale for their Induction. The video will be shown at the Induction Ceremony and posted on the FHC website within one week following the Ceremony; 3. The site of each Induction Ceremony will be chosen by the Hall of Fame Committee and the National Office, taking into consideration the location of the inductees, FHC Calendar of events, cost and other relevant factors; 4. Induction Ceremonies will be cost neutral and will be funded through publicly-offered sale of tickets or sponsorship;



	5. The CEO, in conjunction with the Hall of Fame Committee, will see to the establishment of a local organizing committee (LOC) and will ensure that the standards of the Hall of Fame are upheld; 6. The LOC, in consultation with the Hall of Fame Committee, will design the program for the Induction Ceremony and select the MC for the event; 7. Each Inductee will be presented with a personalized HOF plaque and red HOF scarf at the event. A supply of plaques and scarves will be retained at the National Office; 8. A member of the HOF Committee (including the CEO) should attend each HOF event; 9. Each Inductee and LOC should be encouraged to sell as many event tickets as possible.
Promotion of Induction Ceremonies	Promotion of Induction Ceremonies: 1. Promotion of Induction Ceremonies is an important part of the event for Inductees, previous inductees and FHC. Efforts should be made to invite local hockey participants from all eras to an Induction Ceremony event; 2. All Members of the Hall of Fame should be invited by the Chair of the Hall of Fame Committee to each Induction Ceremony (at his/her own expense).

